

## Checklist for Receiving with a Purchase Order

Receiving can be performed against a PO once it has been approved & dispatched.

Navigation: **Purchasing > Shipments > Maintain Receipts**

1. **'Add a New Value'** – Enter/Verify Business Unit (BU).
2. Verify that the Receipt Number = Next and the **PO Receipt** is checked.
3. Click 'Add'.
4. Pick Purchase Order Page allows you to define selection criteria for locating ordered items to be received. Enter the PO number in the Order box. If you do not have the PO number you can leave all boxes blank.
5. Click Search.
6. Select all PO schedules to be received. Receiving with a PO is done by schedule. If a single line has multiple schedules, each schedule will appear on the Pick Purchase Order page.
7. Click OK.
8. Receiving Page – The full quantity of each PO schedule should default into the Receipt Qty field. Accept the full quantity or enter a different value.
9. Click Save.
10. Reject and Inspect Tab is used to record rejected quantities, provide reject reasons and code, and record inspections of items that require physical inspection. Reject Actions are C (return for credit) or R (return for replacement). If you reject items, you will need to return the items to the vendor. See the Checklist to Return to Vendor information.
11. Option Input Tab is used to put a receipt on hold.
12. Click Save.
13. Record the Receipt Number.